

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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November 4, 2003

*In Reply Refer To:*  
1550(P)  
CA-912

EMS TRANSMISSION: 11/4/03  
Instruction Memorandum **No. CA-2004-003**  
Expires: 9/30/2004

To: All Employees

From: Deputy State Director, External Affairs

Subject: Duplicating/Printing Services Semi-Annual Report **DD: 11/14/03**

If you have purchased duplicating/printing services using a government issued credit card or through any other means outside the Government Printing Office (GPO), you are required to complete the attached Commercial Printing report. This includes all duplicating, printing, binding, silkscreen items, and large duplication projects. Any Bureau of Land Management employee that made a printing procurement from a commercial source **must** report this activity on the JCP Report No. 2. All transactions concerning printing procured from commercial sources must be reported regardless of cost. Jobs printed under GPO waiver must also be reported. Please FAX your report for the period covering April 1, 2003 through September 30, 2003, to External Affairs (916) 978-4620, Attn: AJ Ajitsingh, no later than November 14, 2002.

Title 44, Section 501, of the U.S. Code requires that **all** printing and duplicating services be procured through the GPO. For additional information, contact Mary Lou at (916) 978-4612 or AJ Ajitsingh (916) 978-4623.

Signed by:  
Tony Staed  
DSD, External Affairs

Authenticated by:  
Richard A. Erickson  
Records Management

1 Atch:  
JCP Form No. 2 (1 pg)  
<http://web.ca.blm.gov/cf/Forms/misc/JCP.FormNo2.PDF>